

**Town of Natick
Job Description**

Position Title:	Transportation Planner	Grade Level:	3
Department	Community and Economic Development	FLSA Status	Exempt
Reports to:	Director of Community and Economic Development		

Statement of Duties: The Transportation Planner is required to assist in long range transportation planning and analysis of related impacts and costs, including non-motorized transportation issues. Works cooperatively with officials at all governmental levels. Promotes and defines Natick's transportation objectives in a variety of public forums.

While performing the duties of this job, the employee is regularly required to communicate with others in person and on the telephone. The employee must compose and read written and computerized documents, plans, and maps.

Supervision Required: The employee works under the Director of Community and Economic Development.

Supervisory Responsibility: The employee is not responsible for the supervision of any employees.

Accountability: Errors and omissions in work could result in missed deadlines, poor employee morale, and adverse public relations.

Judgment: Well-defined or detailed rules, instructions, and procedures cover all aspects of work. Judgment involves choosing the appropriate practices, procedures, regulations, or guidelines to apply in each case.

Complexity: Work consists of a variety of duties that generally follow standardized practices, procedures, regulations, or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

Confidentiality: Individual judgment and the application of professional knowledge and experience are required in selecting the appropriate practices, procedures, regulations, or guidelines to apply in each case.

Work Environment: While performing the duties of this job, the employee regularly works in a business office setting. The employee is occasionally exposed to outside weather conditions during travel. The noise level in the work environment is usually quiet to moderate.

Nature and Purpose of Contacts: Position interacts with coworkers, public and external contacts. More often ordinary courtesy, tact, and diplomacy may be required to resolve

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complaints or uncooperative individuals.

Occupational Risks: Duties generally do not present occupational risk. However, if an employee fails to properly follow safety precautions and procedures, it could result in a minor injury.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Handles long-range transportation issues on a daily basis. Develops and/or coordinates elements of Natick's long range transportation plan (LRTP) including research and analysis of component areas such as roads, public transportation, air, rail, freight, non-motorized transportation and freight. Coordinates with individuals working in each mode.
- Develops population projections, maps, and financial forecasts for the LRTP and analyzes environmental and societal impacts. For particular projects and developments, presents plan aspects to citizens and governmental officials at the local, State, and Federal levels.
- Handles non-motorized transportation issues for Natick on a daily basis. Meets with local governments concerning pedestrian and bicycle facilities, reviews grant requests and assists local agencies in leveraging project grant funding.
- Organizes workshops for the purpose of informing local agencies on transportation issues affecting the region.
- Oversees the work of consultants retained to work on grant projects for transportation.
- Works with State and Federal officials to advocate for user-friendly policies for non-motorized users on state facilities in the area.
- Serves as liaison to the area's regional transit-agency representing the MetroWest Council on transit/public transportation issues. Advocates for effective coordination between the agencies.
- Coordinates the public involvement process for the Department. Stages public appearances and announcements, organizes public meetings, gives presentations, and generally educates the public concerning transportation issues.
- Serves as staff to the associated committees and interacts regularly with the technical and policy committees. Provides project updates, presents on certain aspects of the

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transportation program and provide other information, as requested.

- Performs related duties, as required.

Recommended Minimum Qualifications:

Education and Experience: or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

- A Bachelor's Degree in transportation planning or related field
- Three (3) years experience in transportation planning or related field
- A State of Massachusetts Vehicle Operator's License
- Experience in GIS

Knowledge, Abilities and Skill

Knowledge:

- Thorough knowledge of the principles, practices, and techniques of transportation planning

Abilities:

- Ability to establish effective working relationships and use good judgment, initiative, and resourcefulness when dealing with the media, the public, other employees, and governmental units
- Ability to critically assess situations, solve problems, work effectively under stress, within deadlines, and in public situations
- Ability to attend meetings as scheduled at times other than regular business hours

Skill:

- Skill in computer programming and in the use of spreadsheet and database software as well as computer-aided design software
- Skill in effectively communicating ideas and making presentations in a public forum
- Skill in interpreting and applying planning guidelines and ordinances

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- Skill in compiling and evaluating complex planning, transportation and code guidelines, and formulating service recommendations.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Skills:

- Employee must occasionally lift and/or move items of light weight

Motor Skills:

- Duties may involve close hand-eye coordination and physical dexterity.

Visual Skills:

- Ability to read, see, and differentiate between colors.

This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.